



**JOB OPPORTUNITY
MANAGER OF LEASING
UNCLASSIFIED**

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Open To: The Public
Location: Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1203
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: Negotiable
Closing Date: December 31, 2012

Eligibility Requirement: N/A

Knowledge, Skills and Abilities: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required:

- Knowledge of relevant state and federal laws, statutes and regulations.
- Considerable interpersonal skills and the ability to interact with and coordinate with tenants, consultants, and other departments within the CAA.
- Considerable negotiating and contract management skills
- Considerable knowledge of the principles and practices of business and property leasing, tenant management and property management.
- Considerable oral and written communications skills

General Experience:

- Bachelor's degree from an accredited college or university preferred.
- 8+ years of experience in real estate and/or business management in a large business or governmental organization having responsibility for real estate or leasing transactions. Experience must include responsibility for coordinating the development of new business interests and for negotiating concession or real estate leases, agreements or contracts.
- Two (2) years of experience must have been in a supervisory capacity responsible for negotiating and monitoring real estate or concessions leases, agreements or contracts.
- Experience with airport-related real estate and concession transactions and programs a plus.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Physical Requirement: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walking throughout the terminal to visit tenants and concessions.
- Prolonged sitting and viewing a computer monitor.
- Visiting construction sites and other properties related to duties and responsibilities

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport environment where high levels of security are maintained.
- Duties may require exposure to the elements and construction sites.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Richard Cosgrove
The Connecticut Airport Authority
rcosgrove@ctairports.org

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER